



Jonathan J. Dykstra, CFM
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April 9, 2014

Project No.: 05-770.LY

Illinois Environmental Protection Agency
Water Pollution Control
Compliance Assurance Section #19
P.O. Box 19276
Springfield, IL 62794-9276

RE: Village of Lynwood
NPDES Permit MS4 Annual Report
Permit No. ILR40 - 0380

Dear Sir/Madam:

Enclosed please find the following items in regard to the NPDES Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4) for the Village of Lynwood:

- MS4 Annual Facility Inspection Report for 2013-2014
- Summary and Schedule of Proposed Best Management Practices
- Attachment 1 (summarizing status of Minimum Control Measures)
- Various Attachments supporting Minimum Control Measures

This documentation has also been emailed to epa.ms4annualinsp@illinois.gov. If you have any questions, please call me at (708) 210-5678.

Very truly yours,

ROBINSON ENGINEERING, LTD.

A handwritten signature in blue ink that reads "Jonathan J. Dykstra".

Jonathan J. Dykstra, CFM
Senior Water Resources Engineer
JJD/

04-09-13_LY_IEPA_Cover.doc

Encl.

xc: Robert Myers, Director of Public Works – Village of Lynwood
Allen Anderson – IEPA-Des Plaines office
David W. Shilling – Village Engineer



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.

Report Period: From March, 2013 To March, 2014

Permit No. ILR40 0380

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: Village of Lynwood Mailing Address 1: 21460 Lincoln Highway

Mailing Address 2: _____ County: Cook

City: Lynwood State: IL Zip: 60411 Telephone: 708-758-8434

Contact Person: Robert A. Myers, Director of Public Works Email Address: bmyers@lynwoodil.us
(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Cook County

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- | | | | |
|--|--------------------------|---|--------------------------|
| 1. Public Education and Outreach | <input type="checkbox"/> | 4. Construction Site Runoff Control | <input type="checkbox"/> |
| 2. Public Participation/Involvement | <input type="checkbox"/> | 5. Post-Construction Runoff Control | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

Robert A. Myers
Owner Signature:

Robert A. Myers

Printed Name:

3/26/2014
Date:

Director of Public Works

Title:

EMAIL COMPLETED FORM TO: epa.ms4annualinsp@illinois.gov

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

Village of Lynwood

NPDES Permit No. ILR40 0380

Annual Facility Inspection Report Attachment 1

March 2013 to March 2014

April 9, 2014

Content:	Page Number:
Attachment Title Page	1
Item A: Description of Changes to BMPs	2
Item B: Status of compliance with permit conditions and assessment of minimum control measures	2
Item C: Results of information collected and analyzed, monitoring data (if any).	5
Item D: Summary of stormwater activities you plan to undertake during the next reporting cycle (and implementation schedule).	6
Item E: Notice that you are relying on another governmental entity to satisfy some of your permit obligations (if applicable).	6
Item F: List of construction projects that your entity has paid for during the reporting period.	6
Sample Documentation for Minimum Control Measures	6+

Any questions or comments regarding this report shall be directed to either of the following:

Mr. Robert A. Myers, Village of Lynwood Public Works Director
708-758-8434 or bmyers@lynwoodil.us



Mr. Jonathan J. Dykstra, Robinson Engineering
708-210-5678 or jdijkstra@reltd.com



Village of Lynwood, NPDES Permit No. ILR40 0380
Annual Facility Inspection Report - Supplemental Information
March 2013 to March 2014
April 9, 2014

Item A: Description of Changes to BMPs

No changes in Village BMPs have been made during this cycle.

**Item B: Status of compliance with permit conditions
and assessment of minimum control measures**

The Village believes that the BMPs completed within the reporting period are appropriate for the permit conditions. The status of each BMP is as follows:

Public Education and Outreach

1. **A1: Distributed Paper Material (Newsletter)**

The Village's Newsletter has been used to reach out to residents and businesses about a variety of topics. Sample newsletters are included after **TAB 1** (Spring 2013 and Winter 2013), in which Storm Water and Drain Awareness are discussed and participation is encouraged.

2. **A6: Other Public Education (Website and local Cable station)**

The Village Website was used to post information for "Storm Water Awareness," "Storm Water Management," and "EPA Pollution Prevention" links. The Village's Public Service Cable Channel is used to carry storm water messages 24/7 (see sample photo enclosed).

Public Participation and Involvement

3. **B4: Public Hearing**

The Village held its annual informational Public Hearing on February 26, 2014 (see copies of enclosed notice, agenda and minutes after **TAB 2**).

4. **B7: Other Public Involvement (Village-Wide Cleanup Week)**

The Village held its annual Village-wide Cleanup Week in May 2013. All residents can participate by putting out used oils, paints and other fluids for pickup by the Village. Residents are also asked to put out all debris for pickup—debris that would otherwise be blown around or thrown into fields and ditches. Refer to the enclosed website notice.

5. **B7: Other Public Involvement (Weekly Branch Pickup)**

The Village offers Weekly Branch Pickup service. Notice is given in the Village Newsletter and on the website. Copies of Village Event Forms are enclosed after **TAB 5**.

Illicit Discharge Detection and Elimination

6. **C1: Storm Sewer Map Preparation**

The Village has a Storm Sewer Map on which the outfalls are numbered and storm sewer sizes are included. The map was updated during the cycle in October 2013 (see attached reduced copy after **TAB 3**).

7. **C2: Regulatory Control Program (Ordinance)**

The Village has various ordinances for Illicit Discharge Elimination, which are available on the Village's website (or upon request). The Code includes, but is not limited to the following sections that apply to this Minimum Control Measure:

- Unlawful Dumping (Refuse) is discussed in Article IV, Section 34-182
- Waste Collection and various penalties Article II, Sections 86-19 through 86-32
- Other penalties in Section 30-158

8. **C7: Visual Dry Weather Screening**

The Village has conducted dry weather Outfall Inspections of 100% of its outfalls in October 2013. Copies of the outfall inspection forms are enclosed after **TAB 3**.

9. **C10: Other Illicit Discharge Controls (Visual Monitoring Inspections)**

As part of the Outfall Inspections the Village deferred visual Monitoring Inspections at upstream and downstream locations this past cycle, but it did conduct such visual monitoring in October 2012. No suspicious fluids were observed, so no chemical samples were taken.

Construction Site Runoff Control

10. **D1: Regulatory Control Program (Ordinance)**

Village Codes include the "Site Development Requirements" which include Erosion and Sediment Control (Section 46-61) and separate "Erosion and Sediment Control" requirements under the "Environmental" Chapter 34 – Article III. The codes include sections for violations and penalties. There have been no changes to the E&SC codes during this cycle.

11. **D2: Erosion and Sediment Control BMPs**

Erosion and Sediment Control BMPs are required under the current ordinance. These requirements are enforced through the plan review process.

12. D4: Site Plan Review Procedures

Development projects are reviewed under local and state ordinances by Village Staff and engineering consultants, especially regarding erosion and sediment control measures. Projects over one acre are required to obtain a Notice of Intent prior to construction. A SWPPP is required with plan sets. Ordinances are available at the Village's website (or upon request). (A copy of the flowchart for the permitting process under NPDES Phase II is enclosed.)

13. D6: Site Inspection/Enforcement Procedures

Weekly inspection reports are required from developers of active projects. Developments for which the developers have gone bankrupt are inspected periodically by the Village or they have been stabilized. See after **TAB 4** for sample inspection reports.

Post-Construction Runoff Control

14. E2: Regulatory Control Program (Ordinance)

Village Codes include Division 5 – “Post-Construction Management.” There have been no changes to the codes during this cycle.

15. E3: Long Term O&M Procedures

These are required and reviewed where applicable during the site plan review process.

16. E4: Pre-Construction Review of BMP Designs

The ordinance requirements are enforced during the site plan review stage of a development. The site plan reviews include a review of the BMP designs.

17. E5: Site Inspections During Construction

Weekly inspection reports are required from developers of active projects. Periodic or surprise audit inspections are conducted by the Village or its consultant as needed. See after **TAB 4** for sample inspection reports.

18. E6: Post-Construction Inspections

The Building and Public Works Departments conduct Final Inspections. Stormwater management systems are inspected during the year depending on staff availability. Inspected storm sewers and structures that are found to be in need of maintenance are cleaned, vacuumed, jetted or repaired as needed by Village staff.

Pollution Prevention and Good Housekeeping

19. F1: Employee Training Program

Employee Training has occurred within the Public Works Department. Public Works staff were trained on Standard Operating Procedures (SOP's) on June 5, 2013. See sample documentation after **TAB 5**.

20. F2: Inspection and Maintenance Program – Routine Maintenance

Routine maintenance of Village streets, storm sewer, ditches, and stormwater facilities is part of the Public Works responsibilities. This includes sweeping, vacuuming, jetting, repair, debris and branch collection, etc. Sample reporting sheets are included with this report.

- a. Street-sweeping was performed in May-June of the reporting period (see enclosed invoice after **TAB 5**).
- b. Catch Basins are cleaned as needed during the reporting period (see enclosed sample reports after **TAB 5**).
- c. Storm Sewers were inspected and cleaned on an as needed basis during the reporting cycle (see sample reports after **TAB 5**).

21. F2: Inspection and Maintenance Program – SOP’s

Maintenance Yard SOP’s and a List of Possible Pollutants are in written form for the Public Works Maintenance Yard (see enclosed). A Yard Map is also kept on site for staff to be aware of locations of existing utility lines, catch basins, etc. in case there is a spill. Spill containment materials have been purchased and are kept on site.

22. F3: Municipal Operations Storm Water Control

The Municipal Operations Programs for Storm Water Control and Waste Control are ongoing. The Village does cleaning and removal of debris in all ditches, creeks and lakes; including the removal of debris, beaver dams, etc. (see sample event activity forms).

23. F4: Municipal Operations Waste Disposal

Maintenance Records and Logs are kept for routine maintenance of Village vehicles and equipment. All fluid changes are tracked. Waste oils are collected and put into waste oil containers only. Written SOP’s are reviewed annually. See enclosed sample logs after **TAB 5**.

24. F5: Flood Management/Assess Guidelines

The Village code includes “Division 3 – Floodplain Development Requirements” (Sections 46-83 to 46-98) which enforces flood hazard regulations for any development in or near to floodplains.

Item C: Results of information collected and analyzed, monitoring data (if any).

As part of its Outfall Inspections the Village performed visual Monitoring Inspections at upstream and downstream locations in October 2012, which was in a previous cycle. No suspicious fluids were observed, so no chemical samples were taken.

Item D: Summary of stormwater activities you plan to undertake during the next reporting cycle (and implementation schedule).

See the attached Summary that is numbered to correspond with the original Notice of Intent.

Item E: Notice that you are relying on another governmental entity to satisfy some of your permit obligations (if applicable).

Not applicable. The Village of Lynwood does not rely on another governmental entity to satisfy NPDES permit obligations.

Item F: List of construction projects that your entity has paid for during the reporting period.

The following is a list of contracts that the Village let and constructed during this reporting period:

- None this reporting period.

Sample Documentation for Minimum Control Measures

The remaining sheets in this report include some available documentation for various Best Management Practices discussed under Item B.

VILLAGE OF LYNWOOD

SUMMARY AND SCHEDULE OF PROPOSED BEST MANAGEMENT PRACTICES

MINIMUM CONTROL MEASURE		MAR-03 to MAR-13	MAR-14	MAR-15	MAR-16	MAR-17	MAR-18	MAR-19
A. Public Education and Outreach on Stormwater Impacts								
A1	Literature Distribution (newsletter/brochures)	X	X	A	A	A	A	A
A6	Other Public Education (web articles/cable)	X	X	A	A	A	A	A
B. Public Involvement/ Participation								
B4	Public Hearing	X	X					
B7	Other (Public Cleanup Month)	X	X	A	A	A	A	A
C. Illicit Discharge Detection and Elimination								
C1	Storm Sewer Map Assessment	X	X	A		A		A
	Storm Sewer Map Preparation	X	X					
	Field Identification of Outfalls	X	X					
	Storm Sewer Map Update Program	X	X					
C2	Regulatory Control Program	X	X	A	A	A	A	A
	- Sewer Use Ordinance; Article 6	X	X	A	A	A	A	A
C7	Visual Dry Weather Screening Program	X	X	A	A	A	A	A
D. Construction Site Storm Water Runoff Control								
D1	Regulatory Control Program	X	X	A	A	A	A	A
	- Review of Current Ordinances	X					A	
	- Draft of Proposed Ordinance	X						
	- Board Review of Proposed Ordinance	X						
	- Public Hearing on Proposed Ordinance	X						
	- Adopt Ordinance - (Article 3)	X						
	- Enforcement Ongoing	X	X	A	A	A	A	A
D2	Erosion and Sediment Control BMP's	X	X	A	A	A	A	A
D4	Site Plan Review Procedures	X	X	A	A	A	A	A
D6	Site Inspection/Enforcement Procedures	X	X	A	A	A	A	A
E. Post-Construction Storm Water Management								
E2	Regulatory Control Program	X	X	A	A	A	A	A
	- Review of Current Ordinances	X					A	
	- Draft of Proposed Ordinance	X						
	- Board Review of Proposed Ordinance	X						
	- Public Hearing on Proposed Ordinance	X						
	- Adopt Ordinance - (Div. 5)	X						
	- Enforcement Ongoing	X	X	A	A	A	A	A
E3	Long Term O&M Procedures	X	X	A	A	A	A	A
E4	Pre-Construction Review of BMP Designs	X	X	A	A	A	A	A
E5	Site Inspections During Construction	X	X	A	A	A	A	A
E6	Post-Construction Inspections	X	X	A	A	A	A	A
F. Pollution Prevention/Good Housekeeping								
F1	Employee Training Program	X	X	A	A	A	A	A
F2	Inspection & Maintenance Program	X	X	A	A	A	A	A
F3 & F4	Municipal Operations for Stormwater Control and Waste Disposal	X	X	A	A	A	A	A
	- Audit existing BMP's	X						
	- Review SOP's	X				A		A
	- Plan new BMP's and Procedures	X						
	- Implement Program	X	X	A	A	A	A	A
F5	Flood Management/Assess Guidelines	X	X	A	A	A	A	A

A = Future Required Annual Activity

R = Future One-time Required Activity

D = Deferred Activity

X = Completed Activity